

**Department of Toxic Substances Control**  
Position Duty Statement



<b>Classification Title</b> Information Technology Specialist III	<b>Department</b> Department of Toxic Substances Control
<b>Working Title</b> Chief Enterprise Solutions Architect (CESA)	<b>Office/Unit/Section/Geographic Location</b> Office of Environmental Information Management / Sacramento Headquarters
<b>Position Number</b> 810-250-1415-003	<b>Effective Date</b>
<b>Domain</b> Solutions Engineering	

Primary Domain: Software Engineering; Secondary Domain: Systems Engineering.

**General Statement:** Under the general direction of the Chief Information Officer (CIO), the Information Technology Specialist III (ITS III) works as the Chief Solutions Enterprise Architect (CESA) and is responsible for providing the leadership, direction, training plans and coordination of work activities and resources for the DTSC’s enterprise architecture team. The CESA is designated by the CIO as the Chief Enterprise Solutions Architect who is responsible for establishing the Department’s IT strategic plan which ensures that the most complex projects are aligned with the Department’s Strategic Plan goals and objectives. The Chief Enterprise Solutions Architect has authority and decision making over DTSC’s data center and multi-cloud environments and will be responsible for architecting enterprise wide solutions and services that will align with advancing DTSC’s mission while ensuring complex information and data sharing interoperability is established across DTSC programs, State departments and Federal programs. Duties include, but are not limited to:

**A. Specific Activities: Essential (E) / Marginal (M) Functions**

**Essential Functions (E)**

Percentage	Description
40%	<p>Leads, plans, organizes, directs, monitors, and controls the activities of the enterprise architecture team and technical staff. Facilitates the development, management and governance of the current and future State enterprise architectures (business, data, service/application and technology) based upon strategic business direction. Assess near-term needs, using enterprise architecture processes to establish business priorities. Consults with business and technical subject matter experts (SMEs), and develops alternative solutions. Advises on options, risks, cost-benefits, impacts on other business processes and system priorities. Defines high-level migration plans to address the gaps between the current and future state, ensuring alignment with the IT budgeting or other capital planning processes. Manages the enterprise architecture communication strategy. Communicates and promotes the enterprise architecture process, outcomes and results to the organization, including the organization executives, managers, projects, staff and other personnel. Provides regular reports to the Chief Information Officer (CIO) and Chief Technology Officer (CTO).</p> <p>Leads development and implementation of innovative technologies by collaborating with technical teams, evaluating and analyzing potential value and risks associated with emerging technologies, and making determinations on enhancing and/or developing approaches into IT operations including but not limited to, Agile methodology, DevSecOps (development, security and operations), user-centric design, IT Service Management (ITSM), Customer Relationship Management (CRM) and cloud adoptions. Architects and delivers Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS), and other cloud services to DTSC program owners and solution architects using proprietary and open-source cloud computing solutions. Work with different IT teams</p>

	<p>across DTSC and CalEPA to develop, improve and deliver DTSC IT cloud reference models and operational solutions which cover continuous integration / continuous delivery (CI/CD) pipelining for container/virtual machine deployment on hybrid cloud, IaaS, PaaS, and serverless environments.</p>
<p>35%</p>	<p>Independently responsible for ensuring the comprehensive solution design reinforces the extensive business functions in an efficient and effective manner. Identifies high-level, complex technical requirements in support of mission critical business requirements and coordinates with technical experts at the various State, Federal and county levels, as well as from the vendor community. Leads and participates in various design, system walkthroughs and checkpoint reviews, testing, and implementation activities with internal and external stakeholders/partners. Coordinates and participates in the most complex custom technical software configuration management and maintenance of system environments. Independently manages the architecture strategy and models for compliance and consistency with the DTSC and State's overall architecture strategy and contractual requirements. Reviews all deliverables and makes key complex decisions associated with the technical aspects of the project (design, development, testing, system performance, and operability). Reviews and evaluates the technical deliverables and provides findings and makes recommendations to project management on acceptance. Ensures system adherence to technical requirements for design, development, testing, system performance, and operability.</p> <p>Responsible for implementing enterprise changes based upon the defined business and technology future State enterprise architecture, through guidance and governance processes. Responsible for planning, developing, implementing, and modifying information associated with enterprise governance. Establishes and regularly review goals, objectives, budget and staffing for the EA team. Develop tactical plans at least annually to help meet established goals and objectives and support DTSC's priorities as established by the Technology Advisory Committee. Provide leadership, guidance and direction for the Enterprise Technology Solutions team to ensure plans are accomplished within budget according to the quality, timeliness, performance, and security standards established for operation. Establishes and monitor a structured development program for the solutions architects, requirements and change management, information architects and database administrator's roles.</p>
<p>15%</p>	<p>Researches published IT standards, guidelines and studies; reviews IT related federal, state and legislative mandates and audit report findings. Participates in the development of technical architectural standards at the project, department and state level, requiring a detailed and broad understanding of State business requirements and best business practices related to the technical architecture. Stay current on statewide information technology policies in accordance with the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). Presents the system requirements to a wide variety of distributed computing systems experts and architects at the State, local, federal level and with technical architecture consultants. Assists in the IT procurement</p>

	activities by serving as a technical member on the evaluation and acquisition teams during the evaluations of draft and final project and system proposals. Assists in developing and maintaining architecture requirements, developing proposal evaluation criteria, develop responses to vendor questions to the Request For Offers (RFO) and other contract and projects documentations.
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date Perform related duties as required to fulfill the DTSC's mission, goals and objectives; assist where needed within OEIM, which may include special assignments. Attend staff meetings and perform other duties when required.

B. Supervision Received

The ITS III reports directly to and receives most assignments from the Chief Information Officer (CIO). However, direction and assignments may also come from the Chief Technology Officer (CTO), Chief Information Security Officer (CISO), Chief Deputy Director, Director, and other IT Managers. The ITS III may also receive direction on Agency-wide projects and activities from the Agency Information Officer (AIO) or the Agency Information Security Officer (AISO).

C. Supervision Exercised

None. May serve as a lead and mentor.

D. Administrative Responsibilities for Supervisors and Managers

None.

E. Personal Contacts

The incumbent has regular contact with all levels of DTSC staff, staff from other BDOs within CalEPA, and outside vendors to coordinate and implement technical changes. This interaction might involve highly sensitive data or legal activity and may be of a confidential nature. Consults with or advises management, administrative or executive staff on the planning, development, implantation, and coordination of IT issues.

F. Actions and Consequences

If the job is performed inadequately, consequences could include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunity and budget implications.

G. Functional Requirements

The incumbent works primarily on a desktop computer in a cubicle environment in a high-rise office building in downtown Sacramento. A flexible work schedule, including telework, is available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The incumbent may spend multiple hours a day on the phone or in meetings, interacting with customers, management and staff on detecting, reporting, and mitigating security breaches, intrusions, and employee misuse of systems and resources. The incumbent may work on sensitive, confidential and controversial assignments. The incumbent must work well with others, accommodate changing priorities, work occasional irregular hours, and be able to meet critical deadlines. The incumbent will use a variety of office equipment, (e.g., computers, copiers, digital senders, videoconference equipment, etc.). May be required to travel to meetings, training, and the regional offices.

H. Other Information

The CESA will provide direction and oversight of highly technical staff responsible for the design of the DTSC future state for business and technology; provides leadership in project planning and management; provides consultation to customers, project teams, and executive management on aligning IT capital

spending in a way that can be utilized for multiple lines of business and processes. The CESA will participate and lead in strategic business and tactical planning, development and maintenance of policies, processes, standards, security, and procedures as they relate to enterprise architecture; consults with and advises the Director, Executive Staff, Program Managers, and Division Chiefs on IT and project matters as needed; meets and confers with high-level professionals from other States, Corporations, and Agencies regarding matters affecting the DTSC's lines of businesses, policies, and procedures; and, will represent the Department as a member on external enterprise architectural organizations or committees. The CESA provide master technical expertise in the service and support of the Department of Toxic Substances Control's (DTSC's) data center and multi-cloud environment. The position is responsible for performing highly technical activities and tasks associated with implementation, operations, and maintenance of the physical, virtual, cloud technology, storage infrastructure, and monitoring systems that support critical data and applications used by the DTSC. The incumbent independently provides technical solutions consistent with industry standards and best practices in alignment with the DTSC, CalEPA (Agency) and State standards. This position requires the ability to plan, coordinate and direct the activities of data processing and other technical staff; develop and evaluate alternatives; make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; analyze data and effectively communicate ideas and information to staff and management; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; and successfully gain and maintain the confidence and cooperation of those contacted during the course of work. The incumbent must exhibit punctuality and dependability in executing the duties of this position.

I. DTSC's Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

**I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Approved:**